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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 7 April 1955

FROM : Chief, Language and External Training School

SUBJECT: Weekly Activities Report  
30 March - 5 April 1955A. SIGNIFICANT ITEMS

Two Familiarization courses in Japanese and German will start next week. These are to be presented primarily for dependents. Japanese will have three two-hour sessions each week for five-six weeks. German will have two two-hour sessions a week for five-six weeks.

B. OTHER ACTIVITIES

1. Arrangements have been made whereby a man from OCD who has just completed one year of intensive study of Hungarian will provide special instruction for the School.
2. Arrangements now are being made for conduct of a course in Georgian for four-five persons at an external facility.
3. Three special Qualifications Review Panels have been scheduled for 14 April to consider two candidates for intensive Japanese, one for German, and one for Russian. Regular meetings are scheduled for the fourth Thursday of each month.
4. The first bi-monthly conferences with full-time language students in the Washington area are being conducted this week. Students are mostly from the Navy Language School courses in Russian and Chinese.
5. [ ] has finished a preliminary draft on policies governing external training. She also has completed final draft of a study of the comparative costs of part-time and full-time language training in the Washington area.

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6. Letters to Defense Colleges were released 1 April. Copies to Office Heads and concerned individuals were sent out through TLO's simultaneously with OTR letters to unsuccessful candidates, forwarded for DTR signature on 4 April.
7. In past years we have asked for 41 or more slots and have been allotted 15 or 16 each year for Agency use at the Air Weapons Orientation Course, Maxwell Field, Alabama. In response to an inquiry into Agency needs in FY 1956, we have urged a minimum allocation of one per each of the 29 scheduled classes while pointing out that our needs are as great as ever.
8. Three OSI personnel in support roles will attend the East Coast Guided Missiles Course, 11-22 April and participate in all field trips at no cost to the Agency.
9. In lieu of an original request from TSS looking to a special photography course at Lowry Field which presented inter-service problems, satisfactory arrangements were made for an extended briefing at the Engineer Research and Development Laboratory, Ft. Belvoir. For the short period the trainee is available prior to overseas departure, he is being given on-the-spot instruction in the operation and maintenance of the K-17 camera.
10. The language laboratory was used 667 hours. The current class enrollment is 213 students; self-study - 94, totaling 307 students.

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